

**YALSA Board of Directors Meeting**  
**ALA Annual Conference, New Orleans**  
**June 24 - 28, 2011**

**Topic: Liaison Guidelines**

**Background: The YALSA Handbook doesn't specify any guidelines or information**



- As needed assist Chairs with governance issues, such as interpreting how the work of the group supports the strategic plan
- Assist Chairs with submitting official Requests for Board Action (via the form available on the YALSA website), as needed
- Encourage chairs to introduce their Board Liaison via email to their group and to share this URL with their group:  
[www.ala.org/ala/mgrps/divs/yalsa/boardandcommittees/committeechair.cfm](http://www.ala.org/ala/mgrps/divs/yalsa/boardandcommittees/committeechair.cfm)

**Other**

- Recognizes the work of the Chair and group members, including sending them thank you messages for National Volunteer Week (held annually in April)

**Communications**

Note: Staff Liaisons must be careful not to usurp the authority of the appointed Chair.

**Proposed Action:** The board adopt the Liaison Guidelines, direct staff to incorporate them into the Handbook, and direct Board Liaisons to share the document with their Chairs.